

RIO DELL CITY COUNCIL
REGULAR MEETING
FEBRUARY 17, 2009
MINUTES

The Regular Meeting of the Rio Dell City Council was called to order at 5:30 P.M. by Mayor Woodall.

ROLL CALL: Present: Mayor Woodall, Councilmembers Barsanti, Dunker, Marks, and Thompson

Others Present: City Manager Flemming, Chief of Police Hill, Finance Director Beauchaine, Acting Director of Public Works Jensen, and City Clerk Dunham

CLOSED SESSION

Mayor Woodall announced the City Council would be adjourning to closed session to discuss: *Public Employee Performance Evaluation – City Manager* and asked for public comment. There being no public comment, the council adjourned to closed session at 5:32 P.M.

The regular meeting reconvened at 6:30 p.m. Mayor Woodall announced there was no reportable action taken in closed session.

CEREMONIAL MATTERS

Swearing in of Newly Appointed Planning Commissioner – Rod Sanderson

City Clerk Dunham swore in Rod Sanderson to the Rio Dell Planning Commission for the remainder of the term ending December 31, 2010.

Proclamation in Recognition of Engineer's Week February 15-21, 2009

Mayor Woodall read the proclamation declaring the week of February 15-21, 2009 as Engineer's Week. Rebecca Crow from Winzler & Kelly Consulting Engineers was present to receive the proclamation. She thanked the City Council for giving them the opportunity to work with the city on projects.

CONSENT CALENDAR

Councilmember Marks made a correction to the January 20, 2009 minutes (pg. 2 third paragraph from the bottom) stating that it should read "Councilmember Marks commented that the only other complaints were about the finance department."

FEBRUARY 17, 2009 MINUTES

Page 2

Motion was made by Dunker/ Marks to approve the consent calendar including the minutes of the January 6, 2009 regular meeting; the minutes of the January 20, 2009 special meeting (as amended); the minutes of the January 27, 2009 special meeting; the minutes of the January 29, 2009 special meeting; and the check register including the general check register for check numbers 26741-26811; and the payroll check register for check numbers 14497-14549. Motion carried 5-0.

ORDINANCES/SPECIAL RESOLUTIONS

Approve Resolution No. 1037-2009 Authorizing Community Development Block Grant (CDBG) Signatures

City Manager Flemming stated the City was awarded a \$1.5 million CDBG grant in 2005 for the continued administration of the City's low income housing rehabilitation program. The State Department of Housing and Community Development changed their report submittal process and are now requiring two signatures on reports. Staff had listed four authorized signers who will be designated to sign on the City's behalf as the Mayor, City Manager, Acting City Manager, and Finance Director.

Motion was made by Thompson/Marks to approve Resolution No. 1037-2009 *Authorizing Community Development Block Grant (CDBG) Signatures*. Motion carried 5-0.

Approve Resolution No. 1038-2009 Approving Budget Amendment TDA Fund

City Manager Flemming stated this budget amendment will provide for the purchase of new traffic signs which makes our streets safer and sends out the message that we are striving to make our City look better.

Acting Public Works Director Jensen stated the public works department is requesting an expense budget amendment in the amount of \$10,000 to come from Transportation Development Act (TDA) Fund 24 to complete the Street Sign Replacement Project and will include the purchase of 120 Street name signs and 30 Stop signs.

Councilmember Thompson asked if staff had researched the city ordinance that governs what type of signs the different streets have; City Manager Flemming said that staff had not done that since they were mostly just replacing existing signage.

Motion was made by Dunker/Marks to approve Resolution No. 1038-2009 *Approving a Budget Amendment – TDA Fund*. Motion carried 5-0.

Conduct Second Reading (by title only) and approve Ordinance No. 259-2009 Business License Ordinance

City Manager Flemming stated this ordinance is back before the City Council for its' second reading (by title only) and adoption.

A Public Hearing was opened at 6:45 P.M. to receive public comment on the proposed ordinance.

Councilmember Barsanti commented that members of the fire department had questioned the new Business License Ordinance and if the fire department would still be exempt from fees; Finance Director Beauchaine said they would be exempt.

There being no further comment, the Public Hearing was closed at 6:47 P.M.

Motion was made by Thompson/Marks to approve Ordinance No. 259-2009 *Business License Ordinance*. Motion carried 5-0.

SPECIAL CALL ITEMS

Approve Scope of Services 2008-01 Amendment 2009-01 for Additional Services to Rio Dell's Wastewater Improvement Project Concept Finalization, and Authorize the City Manager to Execute the Agreement

Rebecca Crow, Winzler & Kelly, reported that as requested at a prior study session, they had prepared a memo to provide the City with an update on the Finalization of the Wastewater Facilities Plan and related tasks. She said they have been working with the City to create the most well balanced approach to compliance with Regional Water Quality Control Board regulations including day to day support on both short-term and long-term planning and operational issues. She briefly described the work that has been completed to date as well as the additional tasks that have been completed as requested by the City.

Councilmember Marks said she would like to talk with Lisa Bernard from the Water Board and also with the representative from Aroumod who spoke to the City Council in regard to plans and components for the Wastewater Facility.

Rebecca Crow said she could arrange to have Lisa Bernard available thru a conference call at the next study session.

Motion was made by Dunker/Thompson to approve the Scope of Services 2008-01 Amendment 2009-01 for additional services to Rio Dell's Wastewater Improvement Project Concept Finalization, and to authorize the City Manager to execute the agreement. Motion carried 5-0.

Authorize the City Planner to amend Zoning Ordinance to allow for Emergency Shelters; and authorize the City Planner to Update the Rio Dell General Plan Housing Element to Comply with HCD Requirements

George Williamson, Contract City Planner, provided an overview of the reason for the Housing Element Update stating that after January 1, 2009 all cities and counties in California must identify potential sites where new emergency shelters, transitional housing or supportive housing can be located without discretionary review by local government. He said Senate Bill 2 also increases protection for providers seeking to open a new emergency shelter, transitional housing or supportive housing development.

He further explained that in providing zoning categories appropriate for emergency shelters, a zone or zones must be identified in the City's General Plan Housing Element and must include sites with sufficient capacity to meet the identified need for emergency shelters.

Since the City does not currently have an identified zone appropriate for emergency shelters; the Zoning Ordinance must be amended to provide a sufficient zone within one year of the adoption of the City Housing Element. The City last updated its' Housing Element in 2004 and all cities in Humboldt County must update their Housing Elements by August 31, 2009, and noted it would be less costly to include provisions for emergency shelters at the same time. He also noted that having a certified Housing Element is a very good conduit for housing programs such as the CDBG Housing Rehabilitation Program.

Councilmember Thompson stated there are currently two similar type facilities within the City and asked if they would satisfy the requirements; George stated it is possible they could however, the City must have provisions in the zoning ordinance that allows for shelters without discretionary review by the Planning Commission.

Councilmember Marks asked if the City had the discretion to select specific areas within the City where they may be located; George said the City would be able to isolate suitable areas and possibly apply a Planned Development Overlay Zone.

George Williamson said he would come back to council and planning commission with exact language at a later date

John Lane commented that emergency housing became a problem in 1992 after the earthquake and that drifters came in to get housing and strained our facilities. He asked if this could be limited to Rio Dell residents; George said he didn't think the City could limit it to local residents but agreed to research that and get back to the City.

Motion was made by Dunker/Marks to authorize the City Planner to amend the Zoning Ordinance to allow for emergency shelters, and authorize the City Planner to update the Rio Dell General Plan Housing Element to comply with Housing and Community Development requirements. Motion carried 5-0.

Approve the Finance Department Mission Statement

Finance Director Beauchaine stated the finance department has been working on drafting a mission statement for several months and felt it was important to develop a statement that represents the goals and values of the department and its' dedication to the people they serve.

As a result of that, they created the following mission statement:

The Finance Department is dedicated to providing financial expertise and quality information to City staff, City Council, and to the citizens of Rio Dell. The finance team takes pride in customer relations, and is committed to providing timely, accurate, clear, and complete information to both internal and external customers with the highest degree of reliability. The department promotes the scholastic development of our team and strives for continuous improvement of the services we provide.

In the spirit of excellence and dedication to our community, we vow to protect the Financial integrity of the City and safeguard the public assets entrusted to us.

Motion was made by Dunker/Thompson to approve the Finance Department Mission Statement as presented. Motion carried 5-0.

Authorize the Finance Director to Engage the Services of Mann, Urrutia, and Nelson, CPA's to Complete the 2008-2009 Fiscal Year Audit.

Finance Director Beauchaine stated the firm of Mann, Urrutia, and Nelson, CPA's have been formally engaged to perform the City's financial audits for the past fiscal years of 2001-2008. She said their services to date have been outstanding and recommended that the City continue to engage in their services.

Motion was made by Marks/Thompson to authorize the Finance Director to engage the services of Mann, Urrutia, and Nelson, CPA's to complete the 2008-2009 Fiscal Year Audit. Motion carried 5-0.

PUBLIC PRESENTATIONS

None

REPORTS/STAFF COMMUNICATIONS

City Manager Flemming reported on recent meetings and activities stating she attended the Chamber of Commerce luncheon today where Humboldt Redwood's attorney spoke about their plans for a Community Services District; stated the Annual Chamber dinner would be at Scotia Inn tomorrow night; reported the final tax sharing documents had gone to Lafco for approval; she would be attending the City Manager's meeting on Thursday; would be starting the Management Academy on February 26th; was still working with US Cellular and T-mobile on the cell tower agreement; the City Clerk received the final draft on the codification; Sherlock Records Management was working with the City on a new records management system; and that the Human Resources department was implementing new forms to increase efficiency within that department.

Acting Director of Public Works Jensen reported on recent activities in the public works department stating he had spent a lot of time with Winzler & Kelly this week getting up to speed on projects; and staff was busy with the installation of the new signs. He said staff had also obtained certified training on the operation of the backhoe and forklift.

Chief of Police Hill presented the results of the citizen survey that was recently conducted and presented his Annual Police Report to Council. In regard to the citizen survey, he admitted he underestimated the size of this project. He said a lot of the complaints had to do with traffic which he expected. On to the annual report he noted that documentation on calls for service were up. Additionally, during 2007, 90 dogs were picked up compared to 150 dogs in 2008 which he said didn't include cats, skunks, possums, or coons. There was a 10% increase in licensing of dogs from 2007 to 2008. He also listed training and some added stats and data in the report.

Councilmember Thompson said the Council might want to review the Animal Control Ordinance and possibly amend to address vicious dogs and barking dogs.

Chief Hill also reported on the Traffic Committee meeting and said at that meeting he gave an overview of funding of the Safe Routes to Schools Grant and discussed the draft design of the Wildwood Avenue Paving Project in regard to crosswalks and sidewalks to help get that project "shovel ready" so we can apply for funding. Also discussed was signage and the width of First Ave.

Fire Chief Wilson agreed to write a letter and let residents know options available to ensure safety and to get input from residents in that area.

Chief Hill then reported on the 1033 Military Surplus Program stating he obtained a 30 kilowatt generator and a 6 X 6 truck free of charge.

Finance Director Beauchaine reported on activities in the finance department and stated it had been an incredibly busy two weeks stating her department had been working on team building and one thing that came out of that was the mission statement for the finance department. She also was working on a training schedule for each of the employees to improve skills; preparing for mid-year budget review and discussing needs with department heads; and as mentioned at last council meeting, said Northwest Chapter of Finance Officers will meet next Tuesday at such time Amy O'Gorman from the League of California Cities will be the guest speaker, along with a representative from Edward D. Jones to discuss investments.

COUNCIL REPORTS/COMMUNICATIONS

Councilmember Dunker reported he had attended a couple of League of California Cities policy committee meetings and that he had forwarded copies of the material electronically to the City Manager and Councilmembers.

Councilmember Marks stated George Williamson was asked to place the Economic Development Strategic Plan on the City's web site and asked if it had been done; City Manager Flemming explained the document was too large but Nylex would be here tomorrow to address some problems with the server.

Councilmember Marks also requested a list of cell phone users under the new cell phone policy.

Councilmember Barsanti commented on the customer survey and said it was kind of an eye opener with the comments and was surprised to see that the overall average for years of residency was 21 years for citizens who participated in the survey. He said the statistics were very informative and with money being so tied up, it helped identify things that could be done at minimal cost that can benefit the City. It said that it would be a shame to see it die now. Chief Hill said his goal is to use the results of the survey as a basis or measuring point as we move into the future. Also it gives us a way to gauge the success and keep up on the needs of the community.

Councilmember Barsanti said the survey provided so much more than identifying needs of the community in regard to police services but identified low cost things the city can do to improve the city such as beautification. He said he would like to see a committee formed to help come up with things that can make a difference at very little cost through community involvement such as painting, mowing grass and weeds, and painting curbs; things that will make our city more inviting. He said the City can build off this and move forward by getting people involved.

Mayor Woodall questioned the purchase of solar lights as stated on the check register; Acting Director of Public Works Jensen explained it was actually a solar powered sprinkler system. She also asked when the Council would have the report on fees associated with processing of business licenses as previously requested and on the schedule for the Employee Handbook; Finance Director Beauchaine said the mid-year budget session was scheduled for the next council meeting but could have a study session on the Handbook at the following meeting if the council desired, or could possibly have it during the day.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 8:08 P.M. to the March 3, 2009 regular meeting..

Julie Woodall, Mayor

Attest:

Karen Dunham, City Clerk